



KATHLEEN BABINEAUX BLANCO
GOVERNOR

State of Louisiana

DIVISION OF ADMINISTRATION OFFICE OF THE COMMISSIONER

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

MEMORANDUM

DATE: September 27, 2005

TO: Department/Agency Heads; Fiscal Officers

FROM: Jerry Luke LeBlanc
Commissioner of Administration

RE: Executive Order KBB 2005-38 Clarification and Interpretations and Appeals Process

In order to minimize confusion in implementation of the above referenced Executive Order the following is offered as clarification and interpretation of the intent of the Freeze Order.

SECTION 2.A.

POSITIONS:

The Executive Order addresses all full time equivalent (FTE) positions in the Executive Branch. This includes authorized Table of Organization (T.O.) positions, Other Charge positions, job appointments, restricted appointments, student workers, and off-budget FTE.

Commitments (job offers) made prior to September 19, 2005, are exempt from the Order.

Positions that are 100% federally funded are exempt from the hiring freeze.

SECTION 2.B.

"No expenditure of funds shall be made . . ." means no increase in obligations after September 19, 2005, the effective date of the Order, shall be incurred.

September 27, 2005
Executive Order KBB 2005-38 Clarification and
Interpretations and Appeals Process

TRAVEL – If a conference was scheduled prior to September 19, 2005, and non-refundable funds have been paid toward the conference such as registration and airline tickets, please contact your budget analyst.

PROFESSIONAL SERVICES AND OTHER CHARGES - Contracts received in Office of Contractual Review (OCR) and approved prior to September 19, 2005, are exempt from the Order. Your budget analyst will contact you regarding contracts received but not approved prior to September 19th.

ACQUISITIONS AND MAJOR REPAIRS - Purchase orders for acquisitions and major repairs with an issued date prior to September 19, 2005, are exempt from the Order.

The following are not directly affected by this Order: OPERATING SERVICES category as well as INTERAGENCY TRANSFERS and DEBT SERVICES within the OTHER CHARGES category.

SECTION 3:

SUPPLIES –The 75% rule applies to the portion of supplies not already exempt in another section of this Order.

EXEMPTION REQUESTS: Any requests for exemption from this order must be made using the attached form*; submit the completed form to your OPB analyst. Please do not submit directly to the commissioner of administration, as all requests will be forwarded to him, with a recommendation, after OPB review. If you have items that you would like to have considered as a group and seek blanket exemption, please contact your state budget management analyst. It is vital that the department provide sufficient justification in the request so a timely decision to the request can be made. Please keep in mind the state is facing a significant financial challenge resulting from Hurricane Katrina (and now Hurricane Rita). Consequently, only critical items will be approved.

Instructions on reports required in Section 6 will be sent at a later date.

Thank you for your cooperation in this matter, and if you have any questions please contact your budget analyst.

September 27, 2005

Executive Order KBB 2005-38 Clarification and
Interpretations and Appeals Process

JLL/opb

*Contact your Budget Analyst for a copy of the form